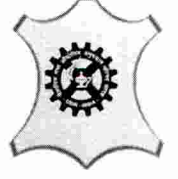




सीएसआईआर - केन्द्रीय चर्म अनुसंधान संस्थान
CSIR - CENTRAL LEATHER RESEARCH INSTITUTE
चेन्नई CHENNAI



No.1(32)/GPA/General-2019

Dated 13.05.2020

OFFICE MEMORANDUM

It is brought to the notice of staff of CSIR-CLRI, CSIR-SERC and CSIR-CMC that henceforth the allotment of Staff Quarters and Scientists Apartment and allotment for change of Staff Quarters and Scientists Apartment will be done on **AS IS WHERE IS** condition. The following terms and conditions as per CSIR (RA) Rules, 1997 will be strictly adhered to:

1. If an employee on receipt of an allotment order for Staff Quarters/Scientists Apartment and allotment order for change of Staff Quarters/Scientists Apartment, fails to accept the allotment of residence within **five days** from the date of receipt of OM or take possession within **eight days** of the date of acceptance of the allotment order, the allotment order shall stand cancelled and the concerned employee shall be debarred for allotment for a period of one year from the date of such cancellation (Rule 10.1). On such cancellation, the quarters will be allotted to next official in the priority list without any further notice.
2. In case of failure to take possession of the accommodation within eight days of acceptance of the allotment, the employee shall be charged licence fee from such date for 12 days and in such an event, he/she shall not be entitled to HRA for the aforesaid period of 12 days (Rule 17.3 and 17.4).
3. If an employee after accepting the change of residence fails to take possession of the same within eight days he shall be charged licence fee for such residence in addition to the normal licence fee for the residence already in his possession for the period upto which the allotment of the new residence continues to subsist (Rule 8.9).

This issues with the approval of Director, CSIR-CLRI.


13/05/2020

(D V S SASTRY)
ADMINISTRATIVE OFFICER

To:

1. Chairman, HAC
2. Head, Engineering Services
3. E.E. (Civil)
4. A.E.E. (Civil)
5. Head, Electrical Division
6. Controller of Administration, CSIR-SERC
7. Controller of Administration, CSIR-CMC

Copy to:

1. Administrative Officer
2. PS to Director
3. Security Officer
4. Intranet / Notice Boards